

PROPERTY MANAGEMENT SERVICES



Management Services Provided

1. Install signs, take photos
2. Run ads on our website, Local websites, Craigslist, Realtor.com
3. Place in MLS (owner's expense) Multiple Listing Service
4. Answer ad calls and qualify prospective tenants
5. Provide key to vacant unit for inspection by prospective residents and set up appointments to show unit is leased
6. Verify applications: credit, current status and history as a tenant
7. Negotiate lease agreements
8. Provide all required forms for state and federal disclosures
9. Provide owner with complete paperwork including applications, rental agreements, walk-through, etc.
10. Provide owner with "certified funds" from new tenant
11. Provide compliance for Franchise Tax Board (FTB) withholding requirements
1. Collect rent when due
2. Keep accurate records of payments, maintenance, applications and agreements
3. Forward rent to owner or automatic deposit to your bank account or where directed
4. Supply monthly report to owner showing income and all expenses
5. Handle tenant problems and concerns
6. On-site handling of emergencies
7. On-site supervision of major repairs
8. Preparation of necessary forms including notice to quit, change of terms, three-day pay or quit, etc.
9. Provide written report of any hazardous conditions or unusual events observed at the property
10. Obtain competitive bidding on all repairs over \$500
11. Prepare checks for expenses in a timely manner
12. Provide yearly accounting of income and expenses for tax preparation

THE FOLLOWING EXPENSES ARE NOT COVERED BY ANY OF OUR FEES:
ADVERTISING, MAINTENANCE OR LEGAL.

DELGLEIZE PROPERTY MANAGEMENT

Broker - CRS - LTG - PMN
WCR - GRI - SRES - ABR - e Pro
2005 President, 2006 REALTOR® of the Year
Orange County Association of REALTORS®

TESTIMONIALS

HERE'S WHAT SOME OF BARBARA'S CLIENTS HAVE TO SAY ABOUT HER PROPERTY MANAGEMENT SERVICES:

"Being out of state, I really have peace of mind knowing Barbara is tending to my property. She is totally dependable and great to deal with."

**Carl Hellings
Belleuve, WA**

"I have dealt with other managers in the past and always experienced delays in receiving my rents- sometimes late into the month. With Barbara I have always experienced a consistent turnaround. I can relax knowing my check is in the mail right after the rent is received."

**Gerald Hoshijo
Mountain View, CA**



CALL ME TODAY FOR A CONSULTATION OR FURTHER INFORMATION!

Circumstances may arise where as a homeowner you may not know what to do with your home or rental property.

With my years of expertise, I can be your complete resource for accurate information on a number of real estate matters including 1031 Exchanges, Proposition 60, and property investing as well as supply you with excellent referrals to local contractors and service personnel who can help make your property perfect.

And if you are interested in relocating or out-of-state investing, I have a large network of resources to make your transaction as smooth as possible.

"Even though my wife and I live locally we prefer having Barbara take care of our properties. She keeps us up to date with any changes in tax laws or items that we need to know about protecting our investment properties... her service provides us with peace of mind."

John Shipe
Corona, CA



Visit Barbara's Website at
www.BarbaraSellsTheBeach.com
or contact me
Barbara@BarbaraSellsTheBeach.com

714.846.1247
OR CALL TOLL-FREE AT
800.825.9872
or
714.421.0103
Mobile

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